

# Digital Archives Conference/Class Rooms Policies

## Purpose Statement:

This policy establishes parameters necessary to administer and manage the three Conference/Class Rooms in the Digital Archives Building

Action: New Policy

Date Approved:

Approved By:

See Also: RCW 42.52.160; WAC 236.12-470; 296-24-073(6)(e); EO 92-01; EO 88-06

- 1. Reservation for the Digital Archives (DA) Conference/Class Rooms will be made in priority order.**

Following is the priority in which reservations will be made:

- A. Secretary of State
- B. Other State Agencies
- C. Local Units of Government and Other Quasi-Governmental Entities
- D. Not for Profit

- 2. All users reserving a Conference/Class Room will receive a copy of this policy.**

In order to ensure that anyone using the DA Conference/Class Rooms is familiar with the agency's standards and expectations, a copy of this policy will be provided to them, either by mail, fax, or Internet, in advance of their reservation.

- 3. All not-for-profit users reserving a Conference/Class Room will complete a Use Agreement prior to use.**

The Use Agreement for the DA Conference/Class Room must be signed and returned in advance of the first reservation date.

- 4. Use of Conference/Class Rooms will be restricted.**

Governmental entities may use the DA Conference/Class Rooms for government functions. Non-government organizations may use the DA Conference/Class Rooms for professional, educational, and civic functions. Use of the DA Conference/Class Rooms for commercial purposes and personal, private functions, e.g., selling items for personal gain or private advantage, private party such as wedding receptions, etc., will not be permitted in accordance with RCW 42.52.160.

- A. To ensure other occupants and events in the DA building are not impacted, DA retains the right to approve in advance and restrict the use of performing groups at any time.
- B. DA reserves the right to lower sound levels of any equipment or group activity if DA determined it necessary.

- C. All users of the Conference/Class Rooms will comply with all DA rules as well as all applicable city, state, and federal laws.
  - 1) This includes federal and state non-discrimination laws, regulations, and policies.
  - 2) In the event these laws, regulations, and policies are violated, the use may be terminated and the user will be responsible for all fees required under the Use Agreement, if applicable.

**5. DA representatives may enter the Conference/Class Rooms at any time.**

To ensure the proper condition of the Conference/Class Rooms, DA representatives may enter these rooms at any time for inspection, maintenance, repair or emergency. The use of the Conference/Class Rooms may be revoked by DA when any user whose conduct, solely in DA's opinion, may be detrimental, injurious, offensive, or potentially injurious to the property, personnel, and mission of DA.

**6. Users requesting services will be required to pay for them.**

- A. Room Set-Up (e.g. Tables and Chairs)
- B. Audio Visual Assistance
- C. Any Extraordinary Janitorial Services
- D. Computer Equipment

**7. Users will be responsible for the condition of the Conference/Class Rooms.**

DA will provide the DA Conference/Class Rooms to the user in a clean and orderly condition prior to their use. Users are responsible for ensuring the Conference/Class Room is returned to the same condition that it was in prior to their use. If the user's event requires a janitorial attendant for proper cleaning and maintenance during an event, DA will provide that service at an additional charge. *No outside janitorial services may be used.*

**8. Users will be responsible for any damage to the Conference/Class Rooms and/or equipment.**

Users will be responsible for any damage to DA's property or equipment by its employees, exhibitors, service contractors, or guests while using DA's Conference/Class Rooms. Any damage must be reported to DA's representative immediately. DA will inform the user as soon as possible when DA discovers any damage.

**9. Animals are not permitted in the DA building.**

Exceptions are guide dogs, police dogs, and certified assistance animals.

**10. Use of alcohol and controlled substances on the premises is prohibited.**

Alcohol and controlled substances are not permitted in the public facilities in accordance with WAC 296-24-073(6) (e) and with the Governors Executive Order (EO) 92-01.

**11. Users are responsible for food served at events.**

Users are responsible for all tasks associated with food and beverage service, including set-up, providing utensils and equipment, adhering to all required health codes, e.g., food handlers permit, etc. Eastern Washington University's has catering available. However, users are responsible for making their own arrangements (contact: Kirsten Bettcher, Conference Coordinator for Event Planning, [Kirsten.Bettcher@mail.ewu.edu](mailto:Kirsten.Bettcher@mail.ewu.edu), 509-359-6857). Users will be responsible for ensuring food and beverage service does not stain or damage the carpet. In the event the carpet requires cleaning after the user has served food, the user will be responsible for all reimbursable costs associated with the cleaning.

**12. Smoking is not allowed.**

Smoking is not allowed in a state facility in accordance with the Governor's Executive Order (EO) 88-06, which prohibits smoking in all state facilities, buildings and vehicles.

**13. Building Security**

When needed, the instructor/trainer will be given an access card to the training room and front door. If your class/training occurs beyond our normal working hours that person is responsible for the security and condition of the facility. For example the building should be locked when the instructor/trainer leaves.

**14. Janitorial Service**

Janitorial service is available three days a week. If your event is scheduled for all day, hosts more than 30 people, or involves food, additional janitorial services will be required at an additional cost. You may not hire an outside agency/company to perform these duties.